

## **ESD CRITERIA AND REQUIRED TASKS**

Below is a list of some criteria and required tasks, which are also part of an employee's performance review as an "Expectation and Work Deliverable" (for the PRD unless otherwise noted). Please carefully read the description of each criteria, as it pertains to you and the related tasks to complete paperwork or system updates as required.

### **1. EXPECTATION AND WORK DELIVERABLES (PRD)**

#### **1.A. PUBLICATIONS (FOR S&Es ONLY)**

You must list all publications for the current review period (July 1, 2003 through June 30, 2004) on your Annual Supplement to the Professional Resume (ASPR). Under the ASPR, Section II.1 Refereed Journals, peer-reviewed journal articles must be listed in three categories: (1) *published*; (2) *in press*; and (3) *submitted*. Under the APSR, Section II.5 LBNL Reports, please list published user's manuals if major software codes are completed, and major reports such as the Analysis and Modeling Reports for the Yucca Mountain Project.

#### **1.B. EH&S (ALSO ON P2R)**

##### **1.B1. Training**

It is vitally important to maintain current training, not only for your own personal safety, but also to comply with legal requirements of the Lab, and in some cases, our funding sponsors. Please follow the instructions on the ESD website to obtain your personal training profile.

##### **1.B2. Job Hazard Questionnaire**

If your job has changed during the current review period (July 1, 2003 through June 30, 2004), OR you have changed supervisors, you must complete a new Job Hazards Questionnaire (JHQ). Instructions are listed on the ESD website.

#### **1.C. PROPERTY**

Effective July 1, 2004, the accountability of Property Management has been added as part of the performance evaluation expectations. As you are aware, Berkeley Lab is being closely scrutinized in all areas of our business practices and we must improve property tracking. Since this fiscal year included a "wall-to-wall" inventory, which will be completed by June 30, 2004, this is an opportune time to review your property for accuracy. The Berkeley Lab's property database should be available after July 1, 2004. To ensure that we account for all ESD property, please follow the procedures listed on the ESD website for obtaining and verifying your property list.

### **2. ESD REQUIRED TASKS**

Performance of these business practice tasks should be regularly completed in a timely manner, per LBNL and ESD policies and procedures. The employee's execution of task(s) may be considered an expectation from a supervisor.

#### **2.A. TRAVEL**

Make sure you have completed all travel vouchers for the review period (July 1, 2003 through June 30, 2004). Any vouchers over 30 days are considered delinquent. If you take a trip and

your only expense is airfare, you still must complete a travel expense voucher so the Travel Office can close out the trip. Make sure you have completed all DOE funded foreign travel post-travel reports for the review period. If you are not sure whether you have any delinquent travel issues, please contact Marie Butson x6455.

## **2.B. UPDATE CV**

Employees should continually update their *Curriculum Vitae* throughout the year. **If you have any significant modifications** to your CV since submitting it during this past year's mid-year discussion, please submit a new version; or **if you have not submitted** a revised CV, please send it to Nina Lucido x7071.

## **2.C. UPDATE EMPLOYEE WEBPAGE**

This is also a good time to review your employee webpage from the Berkeley Lab Earth Sciences Division Staff page ([http://www-esd.lbl.gov/ESD\\_general/esd\\_staff.html](http://www-esd.lbl.gov/ESD_general/esd_staff.html)). Locate your Department and your page and provide content updates to Sherry Seybold x4115.

## **2.D. OTHER REQUESTS**

If you plan to perform any consulting or outside employment, you must first complete the Request to Engage in Outside Employment form and obtain permission from your supervisor and the Division Director. In order to teach at UC Berkeley, you must complete the required forms and obtain the Division Director's approval. Please visit the ESD website for full instructions.